

GENERAL SERVICES ADMINISTRATION AUTHORIZED  
FEDERAL SUPPLY SCHEDULE PRICE LIST  
MISSION-ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)



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A Veteran-Owned Small Business

Contract Number	GS-10F-OO47U
DUNS Number	123943180
Period Covered by Contract	11/30/2007 – 11/29/2017
Minimum Order	\$100.00
Maximum Order	\$1,000,000

Online access to contract ordering information, terms, and conditions; up-to-date pricing; and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The Internet address for GSA Advantage! is <http://www.gsaadvantage.gov>. For more information on order from Federal Supply Schedules, visit the FSS Schedules website at <http://www.fss.gsa.gov>.



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## COMPANY OVERVIEW

J.R. Mannes Government Services Corp. is a veteran-owned small business (VOSB) located in Arlington, Virginia. Open Ratings®, an independent third-party rating company, certified J.R. Mannes Government Services Corp. as a “Top 10% Performer” based on its past performance evaluation survey response, in which we received an overall rating of 96.1 out of a possible 100 points from our customers. As such, the company endeavors to provide the government with the talented services of exceptional management consultant and program management professionals dedicated to the defense of the United States of America. Our men and women are committed to excellence, productivity, and integrity above all else, embodying our company credo: *Fiercely Protecting Our Nation’s Future*.

We provide the services of seasoned professionals – experts who possess the knowledge and experience to bring government organizations to the next level. Our experts have dedicated their lives to government service, and their integrity is unquestionable.

Our competitive edge is the ability to focus a team effort on results-driven programs, and we are confident that our innovative solutions will change the way government organizations do business. From business continuity to business process reengineering, J.R. Mannes is the best solution.



We promise our government clients four things:

- Service excellence
- Results-driven solutions
- Earnest support
- Integrity above all else

## PROGRAM MANAGEMENT

### Managing Client Needs

J.R. Mannes approaches each management organization services program with the purpose of answering the following questions:

- What are the client's specific requirements?
- What are the specific, measurable objectives of the program?

Our Program Managers and consultants work to develop and understanding of each element of the program and how those elements fit into the client's management strategy program. This understanding is reflected in a specific program requirements document for each program.

Our company leaders have consistently gathered, formatted, reviewed and sent monthly status reports to the client on time and have been equally efficient at invoicing all of the employees' billable hours.



## Managing Employee Needs

J.R. Mannes Government Services Corp. has developed a proprietary spreadsheet that automatically computes labor costs, salaries, employee benefit contributions, federal and state taxes, withholding, personal/sick time, and vacations to accurately compute bonuses and raises to ensure healthy, productive, and satisfied employees. Our system enables employees to focus on work for the government client, unbothered by administrative distractions such as pay, personal/sick time tracking, and benefits complications.

## QUALITY ASSURANCE METHODS

### Success Begins Before the Contract

We believe quality assurance begins with the hiring process, not midway through the progression of a contract. Moreover, we believe that hiring the right contractors eliminates 90% of performance issues. For this reason, our first step in ensuring that the government client receives impeccable service is to employ proactive analysts, management consultants, and program managers.

### Proactive Contractor Employees

Proactive employees are clearly leaders in their professions, possessing the right combination of experience, education, and achievement not only to meet, but also to exceed the expectations of the government client. Proactive analysts are committed to their chosen fields and continually provide the government client with strategy recommendations and foresight regarding potential complications. Above-



average compensation and a corporation that is attentive to its employees further fuel proactive analysts' desire to perform to the client. The potential for the proactive analyst is limitless, and the government client immediately recognizes that.

### Contract Management

Our methodologies include analysis to define management strategies and program objectives in quantifiable, measurable terms. We use systems and procedures designed to measure system performance against specific objectives and to relay program performance information to management, empowering them to improve planning and programs. We will apply these methodologies to MOBIS task orders.

The executive management team will meet frequently with the government client to assess the level of satisfaction with J.R. Mannes employees. In the unlikely event that the government client is dissatisfied with one or more employees, J.R. Mannes will take immediate remedial action to correct the problem and will work to correct the issue until the client is satisfied.

### Scalability

Although a small business, J.R. Mannes offers its clients and employees big-business services. Since it has outsourced many of its administrative and human resource obligations, the corporation is boundlessly scalable. For our clients, this means that we are always ready to accommodate large programs and we are able to seamlessly support new employees without having to hire additional human resources staffing.

### Connectivity

For your convenience, our executive leadership and contractor employees are always reachable, even while they are traveling. A 24-hour live answering service



sends your telephone messages by email, which our leadership and employees can access anywhere via corporate webmail. You will always be able to stay in touch with members of our company, no matter where they are.

### Equal Opportunity

Even as a small company, J.R. Mannes is an equal opportunity employer. We have hired people with disabilities, those who are veterans, and those of different sexes and races. Our employees have extensive experience with the U.S. Government and have served in numerous organizations to include the Departments of Defense and Homeland Security. The majority of our employees are veterans of the U.S. Army, the U.S. Air Force, the U.S. Navy, and the U.S. Marines Corps, Coast Guard, and other services who have worked for the Missile Defense Agency, the Office of the Secretary of Defense, the Joint Chiefs of Staff, the Defense Intelligence Agency, and other government institutions. We believe in equal opportunity and we believe in providing the best candidates for every program we accept.

## SUBCONTRACTOR MANAGEMENT

As we are recognized management consultants and program management professionals, a number of the largest and smallest contractors in the industry have expressed an interest in subcontracting to J.R. Mannes Government Services Corp. As a prime contractor hiring the services of subcontractors both large and small, we are committed to providing businesses and their employees with the same degree of professionalism and even-handed management that we afford our own employees. Concomitantly, we expect the level of performance from subcontractors to be the same as that from our own employees.



We will hire only subcontractors who demonstrate the highest levels of proficiency. As a veteran-owned small business, we understand the importance of hiring small and disadvantaged subcontractors. We are convinced that our work ethic and technical proficiency will make a positive impact on our subcontractors.

J.R. Mannes Government Services Corp. will effectively and efficiently manage subcontractors. The major elements of our subcontractor management approach are as follows:

1. J.R. Mannes has overall responsibility for contract performance: quality work on schedule and within budget.
2. The expenditures, progress, and productivity of subcontractors are reviewed monthly and are consolidated into reports to the client where applicable.
3. J.R. Mannes is entirely responsible for ensuring the accuracy, completeness, and timeliness of all progress reports. Difficulties with, or delays by, subcontractors will be investigated and discussed with the client as though the difficulties or delays concern J.R. Mannes' own employees.
4. Planning of subcontractor assignments as J.R. Mannes' task planning. Periodic review points for subcontractor tasks are clearly established. Subcontractor staff members working under a J.R. Mannes task leader are encouraged to work directly on a day-to-day basis with the task leader rather than through corporate channels.
5. J.R. Mannes participates in subcontractor tasks as much as is practical; in this way, we provide oversight as well as coordination of





subcontractor work with other tasks, such as monitoring costs and schedules.

## CORPORATE EXPERIENCE

Our company has worked on numerous programs that have provided a wide range of consulting services to the government client. We have demonstrated our skills in research, strategic planning, providing subject matter expertise, policymaking, and more. We are proven experts in the subjects of management consulting and program management, providing the client with top-quality support.



## MOBIS AWARDED SPECIAL ITEM NUMBERS (SINs):

874-1	Integrated Consulting Services
874-1 RC	Integrated Consulting Services Recovery
874-7	Integrated Business Program Support Services
874-7 RC	Integrated Business Program Support Services Recovery Purchasing

### 874-1 Integrated Consultation Services

Consultation Services contractors shall provide expert advice, assistance, guidance, or counseling in support of agencies' mission-oriented business function. This may include studies, analyses, and reports documenting any proposed developmental, consultative, or implementation efforts. Examples of consultation include but are not limited to strategic, business, and action planning; high-performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits; evaluations; and customized training.

### 874-1 RC Integrated Consultation Services Recovery Purchasing

Section 833 of the John Warner National Defense Authorization Act for fiscal year 2007 (Public Law 109-364) amended 40 U.S.C. 502 to authorize the Administrator of General Services to provide for the use of Federal Supply Schedules by state and local governments for the purchase of products and services to be used to facilitate recovery from major disasters; terrorism; or nuclear, biological, chemical, or radiological attacks.



#### 874-7 Integrated Business Program Support Services

Program Integration and Program Management Services include management or integration of programs and programs that include but are not limited to program management, program oversight, and program management and program integrated of a limited duration. A variety of functions may be utilized to support program integration or program management tasks.

#### 874-7 RC Integrated Business Program Support Services Recovery Purchase

Section 833 of the John Warner National Defense Authorization Act for fiscal year 2007 (Public Law 109-364) amended 40 U.S.C. 502 to authorize the Administrator of General Services to provide for the use of Federal Supply Schedules by state and local governments for the purchase of products and services to be used to facilitate recovery from major disasters; terrorism; or nuclear, biological, chemical, or radiological attacks.



## LABOR CATEGORIES

### **Title: Subject Matter Expert**

**Position Duties / Responsibilities:** Professional specialists in the field of program management, Subject Matter Experts are unequivocal leaders in their disciplines. Their advice and direction is sought by all levels of the organization. They brief senior members of the DoD as well as other national-level leadership. They are expert planners and provide focus for government organizations in their endeavors. They lead teams to satisfy program deliverables in an efficient and timely manner. They possess the rare combination of seasoned knowledge, leadership skills, tools, and techniques to achieve the requirements of the client. They use modern management techniques and systems to execute a program from start to finish, achieving predetermined objectives of scope, quality, time, and cost, to the equal satisfaction of those involved. Subject Matter Experts excel in the art of managing the product and service development cycle to satisfy the aforementioned objectives. Furthermore, each Expert is adroit at assigning tasks, organizing and scheduling the writing and production process, and attending to all administrative details.

**Minimum Education & Experience:** Associate's degree and 22 years of relevant experience (equivalent to: Bachelor's degree and 20 years of relevant experience; Master's degree and 15 years of relevant experience)

**Certifications / Security Clearance:** Level 6 security clearance is required for this position.



**Title: Senior Risk Consultant**

Position Duties/Responsibilities: Conduct research and analyze information pertaining to specific entities at the direction of the government client. When necessary, conduct interviews with relevant individuals. Determine vulnerabilities, risks, and threats to various entities and develop methods for mitigating these hazards. Senior Risk Consultants provide briefings to ranking members of their assigned organizations and those of other organizations. Additionally, Senior Risk Consultants collaborate with internal and external elements and host discussions to form partnerships with their counterparts from other organizations to strategize and share information.

Minimum Education & Experience: Associate's degree and 12 years of relevant experience (equivalent to: Bachelor's degree and 10 years of relevant experience)

Certifications/Security Clearance: Level 6 security clearance is required for this position.



**Title: Strategic Planner**

Position Duties/Responsibilities: Plan missions, operations, investigations, and other strategies for the government client. Strategic Planners work closely with decision makers, providing them options and practical applications to satisfy mission requirements. They provide briefings to ranking members of their assigned organizations and those of other organizations. Strategic Planners collaborate with internal and external elements and host discussions to form partnerships with their counterparts from other organizations to find solutions to complex issues. The Strategic Planner is an expert at the methods and disciplines used to define goals, plan and monitor tasks and resources, identify and resolve issues, and control costs and budgets for specific programs.

Minimum Education & Experience: Associate's degree and 17 years of relevant experience (equivalent to: Bachelor's degree and 15 years of relevant experience)

Certifications/Security Clearance: Level 6 security clearance is required for this position.



**Title: Senior Analyst**

Position Duties/Responsibilities: Practiced in finding answers to questions regarding program issues, Senior Analysts are proficient in research, government information technology systems, and strategic planning. Senior Analysts plan missions, operations, investigations, and other strategies for the government client. They work closely with decision makers, providing them keen insights into raw and finished analytical products. They provide briefings to ranking members of their assigned organizations and to those of other organizations. Senior Analysts collaborate with internal and external elements and host discussions to form partnerships with their counterparts from other organizations to strategize and share information.

Minimum Education & Experience: Associate's degree and 17 years of relevant experience (equivalent to: Bachelor's degree and 15 years of relevant experience)

Certifications/Security Clearance: Level 6 security clearance is required for this position.



**Title: Mid-level Analyst**

Position Duties / Responsibilities: Mid-level Analysts are proficient in research and government information technology systems. They assist in planning missions, operations, investigations, and other strategies for the government client. They work closely with management, providing them with keen insights into raw and finished analytical products. They provide briefings to their government client decision makers and form partnerships with their counterparts from other organizations to strategize and share information.

Minimum Education & Experience: Associate's degree and 9 years of relevant experience (equivalent to: Bachelor's degree and 7 years of relevant experience)

Certifications/Security Clearance: Level 6 security clearance is required for this position.





## **Title: Research Specialist**

**Position Duties/Responsibilities:** Research Specialists will use a variety of government information technology systems and databases to analyze message traffic for items of interest according to the government client's criteria. Research Specialists will apprise senior government leadership of their discoveries and host Secure Video Teleconferences with other Intelligence Community members to share information. Research, technology, and liaison skills are essential. A comprehensive understanding of the DoD, the National Intelligence Community, and U.S. government organizations and their functions is important. They may be called upon to perform administrative duties, analyze budgets and business processes, engage in configuration management, consult on a variety of matters, analyze finances and programs, monitor requirements, schedule events and meetings, and write for the government client.

**Minimum Education & Experience:** Associate's degree and 5 years of relevant experience

**Certifications/Security Clearance:** Level 6 security clearance is required for this position.



**PRICING**  
**CURRENT**

SIN(s)	Labor Category	Year 6	Year 7	Year 8	Year 9	Year 10
		11/30/2012	11/30/2013	11/30/2014	11/30/2015	11/30/2016
		-	-	-	-	-
		11/29/2013	11/29/2014	11/29/2015	11/29/2016	11/29/2017
874-1, 874-7	Subject Matter Expert	\$ 137.80	\$ 141.25	\$ 144.78	\$ 148.40	\$ 152.11
874-1, 874-7	Sr. Risk Consultant	\$ 124.25	\$ 127.36	\$ 130.54	\$ 133.80	\$ 137.15
874-1, 874-7	Strategic Planner	\$ 119.80	\$ 122.80	\$ 125.86	\$ 129.01	\$ 132.24
874-1, 874-7	Sr. Analyst	\$ 102.19	\$ 104.74	\$ 107.36	\$ 110.05	\$ 112.80
874-1, 874-7	Mid-level Analyst	\$ 81.03	\$ 83.06	\$ 85.13	\$ 87.26	\$ 89.44
874-1, 874-7	Research Specialist	\$ 63.08	\$ 64.66	\$ 66.27	\$ 67.93	\$ 69.63



The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 874: MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If/and/or when the Contractor adds SCA labor categories/employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.



## ORDERING INSTRUCTIONS/TERMS AND CONDITIONS

This contract shall be used only for the services listed. Inappropriate use of the contract for other than Mission-Oriented Business Integrated Services may subject the contractor/agency to penalties provided by statute and regulation.

**Maximum Order:** The maximum order limit for this contract is \$1 million. Notwithstanding this limit, agencies may place, and J.R. Mannes may honor, orders exceeding this limit in accordance with FAR 8.404. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order. This maximum order value is the suggested renegotiation point whereby agencies should seek additional concessions if orders exceed this amount. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within 5 days, with written notice stating the contractor's intent not to ship the item (or items) called for and the reason. Upon receiving this notice, the government may acquire the supplies or services from another source.

**Minimum Order:** \$100 unless J.R. Mannes agrees to accept a smaller order amount. When the government requires supplies or services by this contract in an amount less than \$100, the government is not obligated to purchase, nor is J.R. Mannes obligated to furnish, those supplies or services under the contract. However, if the government places such orders, they shall be deemed accepted by J.R. Mannes, unless returned to the ordering office within 5 workdays after receipt by J.R. Mannes.



Delivery Area: Domestic only

Point(s) of Production: All items listed herein are domestic end products from designated countries under the Trade Agreements Act or are U.S.-made end products.

Discount from List Prices: Government net prices (discounts already deducted)

Quantity Discounts: None offered

Prompt Payment Terms: None; Net 30 days

Time of Delivery: Specified on the Task Order

Expedited Delivery: Based on client requirements

Overnight and 2-day Delivery: Based on client requirements

Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 workdays after receipt. Telephonic replies shall be confirmed by the contractor in writing. If the contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.



F.O.B. Points: Destination

Ordering Address:

J.R. Mannes Government Services Corp.

ATTN: Contracts

3145 Mount Vernon Avenue

Phone: (703) 414-0007

Fax: (703) 836-8080

Payment Address:

J.R. Mannes Government Services Corp.

ATTN: Receivables

3145 Mount Vernon Avenue

Phone: (703) 414-0007

Fax: (703) 836-8080

Ordering Procedures: Supplies and services ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage at <http://www.fss.gsa.gov/schedules>. The organizations listed below may place orders under this contract.

- Executive agencies
- Other federal agencies
- Mixed-ownership government corporations
- The District of Columbia
- Government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply



Warranty Provision: N/A

Export Packing Charges: N/A

Terms and Conditions of Rental, Maintenance, and Repair: N/A

Terms and Conditions of Installation: N/A

Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and  
Any Discounts from the List Prices: N/A

Terms and Conditions for Any Other Services: N/A

List of Service and Distribution Points: N/A

List of Participating Dealers: N/A

Preventive Maintenance: N/A

Special Attributes Such as Environmental Attributes (e.g., recycled contents,  
energy efficiency, and/or reduced pollutants): N/A



Data Universal Number System (DUNS) Number: 12-394-3180

J.R. Mannes Government Services Corp. is registered in the System for Award Management (SAM) Database. Our registered CAGE Code is 46M51.

Types of Orders: Both firm-fixed-price and time-and-materials task orders are acceptable under this contract.

Security Requirements: In the event that security requirements are necessary, the ordering activities may incorporate in their delivery order(s) a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) of the total dollar value of the order or \$100,000, whichever is less.

Contract Administration for Ordering Offices: Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (1) Termination for the government's convenience, and (m) Termination for Cause.

Purchase of Incidental, Non-Schedule Items: For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been





followed, and the price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

**Subcontractors:** Subcontractors are to be included on task orders under the schedule price list labor categories and rates when possible. Upon the approval of the ordering agency, subcontractors may be included as off-schedule costs if their services are not suitable under the contract labor categories as listed herein.

**Travel and Other Direct Costs (ODCs):** J.R. Mannes may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31 and are reimbursable by the ordering agency or can be priced as a fixed-price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does not apply to travel and per diem charges.

For travel and ODCs, J.R. Mannes will follow the Federal Travel Regulations or Joint Travel Regulations, as applicable. As documented within J.R. Mannes' disclosure statement for each Business Unit, J.R. Mannes will apply applicable indirect rates to travel and/or ODCs per our disclosure statements.

**Differentials/Allowances:** The rates included herein do not include Cost of Living Allowances or Site Differentials, nor do they include Housing or Relocation Costs. These costs, to include overtime pay and shift differentials, shall be negotiated separately on a case-by-case basis with the ordering agencies. Additionally, the rates do not include Hazardous Duty Pay or Sea Duty/Isolated Duty Pay. These costs shall also be negotiated separately on a case-by-case basis with the ordering agencies.



**Overtime:** J.R. Mannes observes all overtime pay requirements of the Fair Labor Standards Act of 1938, as amended. Thus all employees who are subject to the law's wage and hour provisions (that is, "nonexempt" employees, such as administrative personnel and certain technicians) will receive compensation for approved overtime in accordance with those provisions. In states that have established other overtime standards, applicable legal requirements will be observed.

**Defense Priorities and Allocations System Requirements:** For task orders issued under this schedule, J.R. Mannes recognizes the Defense Priorities and Allocations System Requirements regulation, reference DFAR 252.211-15.

**Liability for Injury or Damage:** The contractor shall not be liable for any injury to government personnel or damage to government property arising from the use of equipment maintained by the contractor, unless such injury or damage is due to the fault or negligence of the contractor.

**Industrial Funding Fee:** The Industrial Funding Fee (IFF) is included in the labor rates and the products awarded under this Schedule. The IFF does not apply to off-schedule items such as travel, materials, and other direct costs.

**Invoices:** J.R. Mannes shall submit invoices upon completion of the work ordered. For firm-fixed-price orders, partial payments are authorized and shall be based upon completion of defined milestones, interim products, and/or deliverables. Invoices shall be submitted monthly for recurring services performed during the preceding month for time-and-materials orders.



Billable Hours: The prices quoted in this pricelist were established in accordance with J.R. Mannes' estimating and timekeeping systems. Timekeeping is based on a "total-time accounting" system in which employees record all hours worked and allocate these hours to their correct cost categories, whether direct or indirect. Travel time outside of normal business hours and normal commuting costs are not billed. For time-and-materials-type task orders, J.R. Mannes will bill for all hours worked, including travel time, if the employee is traveling in support of a task order at the client's direction. Normal commuting costs are not billed.

Client Facility Requirements: Should work be required at the client site, J.R. Mannes would expect to furnish only the appropriate staff members to complete the work. Unless otherwise negotiated, we would expect the client to furnish all office space, equipment, and supplies at no cost to J.R. Mannes. This includes, but is not limited to, telephones, faxes, copiers, personal computers, ordinary business software, and normal copying and reproduction services.

#### Performance Incentives:

- When using a performance-based statement of work, performance incentives may be agreed upon between the contractor and the ordering office on individual fixed-price task orders or Blanket Purchase Agreements under this contract in accordance with this clause. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's



mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

- The aforementioned procedures do not apply to time-and-material or labor hour orders.

**Other Direct Costs:** Material and other non-labor costs that are directly related to task order performance are to be included in the task order. Typical ODCs include, but are not limited to, long-distance telephone usage, reproduction, hardware, software, microcomputer usage, miscellaneous supplies (e.g., diskettes and pagers), and local and long-distance travel with the appropriate indirect burdens (no fee or profit). Non-labor costs, which are directly applicable to the service provided, may not, in sum or in part, exceed the \$1,000,000 ceiling total for each applicable SIN. These costs are billed at actual cost plus all appropriate indirect costs.

**Travel and Living:** Travel and living costs incidental to task order performance are to be billed at actual cost plus all appropriate indirect costs. Travel and living costs are not subject to the limitations on other direct costs specified above or the 0.75% GSA Industrial Funding Fee.

**Blanket Purchase Agreements:** An ordering office with a broad scope of tasks to be performed, or with recurring requirements, may consider a Blanket Purchasing Agreement (BPA). A BPA allows the ordering office to consolidate funding, reporting, and management of a series of task orders and provides the foundation from which new task orders can more readily and rapidly be created. Also, price reductions from the published schedule rates are possible through a BPA. With no minimum or maximum ordering limit under BPAs, ordering agencies get the benefit of the BPA discounted price regardless of the size of the order.



A progressive type of discounting may be offered whereby the discount would increase once sales reach certain prescribed levels.

**Fixed-price Task Orders:** Based on the nature of work to be performed, an ordering office may consider a firm-fixed-price task order. If the agency Contracting Officer purchases from this Schedule's Special Item Numbers (SINs) on a firm-fixed-price task/delivery order basis, the total price will be established at the time of the order and will be based on the prices offered. If the agency Contracting Officer chooses to purchase from this Schedule's SINs on a labor- hour basis, the task/delivery order will specify a not-to-exceed price, the labor category(ies) proposed (with the hourly rates for each), including other direct costs. A task order must be clearly identified as time and materials or fixed price by the ordering office when requesting a proposal from J.R. Mannes®.

**Organizational Conflict of Interest:** It is incumbent on the ordering office to identify any potential Organizational Conflicts of Interest (OCI) in a task order that may be issued. The ordering office should inform J.R. Mannes of such a potential prior to issuance of any tasking.

**Acquisition of Information Technology:** The acquisition of information technology is not forbidden under MOBIS; however, it must be clear that the software, hardware, or information technology services acquired under this contract are incidental to the management improvement effort and directly linked to the successful performance of the task.



## Basic Ordering Guidelines:

In accordance with FAR 8.404:

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small- business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the government's needs.

- Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under Multiple Award Schedule contracts by using the "GSA Advantage!™" online shopping service or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs.



In selecting the supply or service representing the best value, the ordering office may consider:

1. Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
  2. Trade-in considerations;
  3. Probable life of the item selected as compared with that of a comparable item;
  4. Warranty considerations;
  5. Maintenance availability;
  6. Past performance; and
  7. Environmental and energy efficiency considerations.
- Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point at which it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures addressed above, and before placing an order that exceeds the maximum order threshold, ordering offices shall:

Review additional Schedule Contractors'

1. Catalogs/pricelists or use the "GSA Advantage!™" online shopping service;



2. Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
3. After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the contractor may:

1. Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
  2. Offer the lowest price available under the contract; or
  3. Decline the order (orders must be returned in accordance with FAR 52.216-19).
- Blanket Purchase Agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.





- Price reductions. In addition to the circumstances outlined above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small-business concerns when two or more items at the same delivered price will satisfy the requirement.
- Documentation. Orders should be documented, at a minimum, by identifying the contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.



Basic Guidelines for Using Contractor Team Arrangements: Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to customer agency requirements. These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts. Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements. Here is a general outline on how they work:

- The customer identifies its requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customer makes a best-value selection.



BPA No. \_\_\_\_\_

**BEST-VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE**  
(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act, (Agency) and J.R. Mannes Government Services Corp. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule Contract BPAs eliminate contracting and open-market costs such as those involved in a search for sources, the development of technical documents, solicitations, and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive individual purchases from the Schedule Contract. The end result is a purchasing mechanism for the government that works better and costs less.

Signatures

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date



**BLANKET PURCHASE AGREEMENT**  
(Customer Name)

Pursuant to GSA Federal Supply Schedule Contract Numbers(s) \_\_\_\_\_ Blanket Purchase Agreements, J.R. Mannes Government Services Corp. agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

Labor Category Special BPA Discount

\_\_\_\_\_  
\_\_\_\_\_

(2) Delivery:

Destination

Delivery Schedules/Dates

\_\_\_\_\_  
\_\_\_\_\_

(3) The government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

Office

Point of Contact

\_\_\_\_\_  
\_\_\_\_\_

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), fax, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following at a minimum: (a) Name of Contractor; (b) Contract Number; (c) BPA Number; (d) Model Number or National Stock Number (NSN); (e) Purchase Order Number; (f) Date of Purchase.